

AIM Newsletter ~ July, 2017

Welcome to the OPI Achievement in Montana (AIM) Newsletter. The AIM Newsletter is published several times during the year to announce important student data collection news and events. It provides up-to-date information necessary for the administration of statewide student information and the accompanying data collections.

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Gail Harms

AIM Data Resource Administrator
406-444-3494

gharms@mt.gov

Candi Standall

AIM Data Control Specialist
406-444-3495

cstandall@mt.gov

Jennifer Straw

AIM Data Control Specialist
406-444-0714

jstraw2@mt.gov

Andy Boehm

Research Specialist
406-444-0375

aboehm@mt.gov

AIM Help Desk

877-424-6681 or 406-444-3800

opiainhelp@mt.gov

Work In Progress

Recent Reorganization of AIM Dropout, Graduate and Cohort State Published Ad Hoc Reports

The OPI AIM staff are preparing for the upcoming certification of the 2016-17 dropouts, graduates and cohorts to be done inside AIM/Infinite Campus this fall. (This will replace the dropout, graduate and cohort certification process previously done inside the 'OPI Reporting Center' application.) As part of that preparation, the state published ad hoc reports **pertaining to these three groups of students** are no longer grouped by 'EOY' (for end of year) and 'BOY' (for beginning of year). The names of the state published dropout, graduate and cohort ad hoc reports in AIM/Infinite Campus are now grouped as follows:

» **DROPOUT** (for ad hoc reports pertaining to Dropout students) Currently there is one ad hoc report called:

- DROPOUT by School, Grade Level, Name

» **GRADUATE** (for ad hoc reports pertaining to Graduate students) Currently there are four ad hoc reports called:

- GRADUATE by Name Not Foreign Exchange
- GRADUATE Excluded as Foreign Exchange
- GRADUATE Missing Diploma Information
- GRADUATE NOT Grade 12

» **COHORT** (for ad hoc reports pertaining to Cohort students) Currently there is one ad hoc report called:

- COHORT Missing Date First Entered 9th Grade

(There are other state published ad hoc reports that will remain grouped by 'EOY' and 'BOY'.)

The OPI AIM staff will be sending emails on how the new certification process works, when the new user guides are available and how the districts can prepare for certifying their Dropout, Cohort and Graduate data inside AIM/Infinite Campus. We are expecting the start and end date range of the 'Beginning of Year' collection and the amount of time provided for the districts to complete their 'Previous Year Dropout, Graduate and Cohort' state reporting to remain similar to previous years. (Watch for the AIM 2017-18 Data Collection Schedule to be released around the end of July.)

Fall Regional AIM New User Sessions

The 2017 Fall AIM Montana Edition New User Technical Assistance Sessions dates and locations have been set:

- » **August 9th** – Hardin, Hardin High School
- » **Sept. 18th** – Helena, MT DOT
- » **Sept. 19th** – Glendive, Dawson High School
- » **Sept. 20th** – Billings, Lincoln Center
- » **Sept. 25th** – Missoula, Big Sky High School

These sessions are intended for new users of the Montana Edition of Infinite Campus. They will run from 9:00 to 3:00. More details will be out soon.

New OPI Website Under Construction

The OPI website is being reconstructed and is expected to be rolled out at the end of August.



ESSA and AIM End of Year Reporting

Importance of the End of Year ADA (Average Daily Attendance) reporting for 2016-17 and ESSA:

The State of Montana will be using the district data from the AIM 2016-17 End of Year ADA data collection as part of the accountability system of the MT ESSA reporting. (*ADA Number of Days Present and ADA Number of Days Enrolled will be used inside the accountability system as part of an attendance calculation.*)

The ESSA Chronic Absenteeism data will be collected in AIM from the districts at the end of the 2017-18 school year and will be reported to the federal government as part of the required State of Montana ESSA reporting. At this time Montana has not chosen ESSA Chronic Absenteeism as part of the accountability system of MT ESSA reporting, however, it is a reporting requirement to the federal government.

Summertime in AIM Means it is Time To...

- ✓ Verify that all 12th graders have a Cohort Date by running the new state published ad hoc: *"Index>Ad Hoc Reporting>>+State Published>COHORT Missing Date First Entered 9th Grade and NCLB Cohort End Year"*
- ✓ For students who were in grade levels 7-12 in the 2016-17 school year who dropped out over the summer, please do NOT change the end status on the 2016-17 enrollment record. Please add a one day enrollment for the 2017-18 school year with a dropout end status.
- ✓ Verify graduates have diploma data by running the state published ad hoc: *"Index>Ad Hoc Reporting>>+State Published>GRADUATE Missing Diploma Information"*
- ✓ Verify that all students have an enrollment and no overlaps: *"Index>Student Information>Reports: >Duplicate IDs and >Enrollment Status and >Enrollment Summary and >State Enrollment Verification And >State Enrollment Overlap."*
- ✓ Enter End Date and End Status for withdrawn students. (Exit Scenarios Guide and/or Enrollment End Status Codes.)
- ✓ Enter Special Education Exit Date and Exit Reason for exited Special Ed students. (Located in Special Ed Fields section of Enrollment.)
- ✓ Verify that all completed Special Education ERs and IEPs are locked.
- ✓ Verify status of MT Youth Challenge, Job Corps and Montana Digital Academy students and End Date enrollment and/or flags as necessary. (MT Programs: Job Corps & MTDA and/or MT Programs: Youth Challenge)

NEW Best Practice for Montana Edition Districts that Upload Their Data

All districts that upload their data into MT Edition of AIM/Infinite Campus should use the 'Batch' upload method. This method allows the district to maintain a record of the upload completing successfully and being able to view the results file. It also resolves any 'time-out' issues during the upload process. This applies to all uploads. To do a 'Batch' upload:

- » On the upload screen, (after selecting the import type, 'work to perform' and browsing for the file you are uploading, click on 'Submit to Batch' (instead of clicking on 'upload').
- » To see the progress and completion and the results file, on the index tab, click on the arrow next to 'System Administration', then click on the arrow next to 'Batch Queue'. Then click on 'Batch Queue Admin.'
- » To get the results report, click on 'Get the report' blue link in the far right column of the listing.

Current & Upcoming Collection Checklists

We have taken the AIM Data Collection Checklist and broken it up into smaller and easier to digest individual Checklists for each AIM Data Collection. Listed below are links to the current or upcoming AIM Data Collection Checklists. These checklists are available on the [AIM Website](#) under AIM Data Collection Guides.

- ✓ [Average Daily Attendance \(ADA\) Checklist](#) (June 1st – June 30th) *PLEASE complete this data ASAP if you have not yet completed it!*
- ✓ [Beginning of Year Verification Checklist](#) (August 14th – October 6th)

Infinite Campus Version Update Schedule

| | |
|------------------------------|------------------|
| 2017-2018 School Year | |
| August 4, 2017 | 1721, 1725. 1729 |
| October 27, 2017 | 1733 |



Did You Know?

- There is a link on the [AIM Website](#) to the list of Ad Hoc Fields in Infinite Campus. You will need to be logged in to Campus Community for the link to work. Once you are on the [AIM Website](#), scroll down to the AIM User Guides by Topic or Function and click on the AD HOC REPORTS category. There you will find the link: [Campus Community Student Filter Fields for Ad Hoc Reporting](#).
- LEP is now EL. In accordance with the Every Student Succeeds Act (ESSA), on August 4, 2017, an update to Infinite Campus will change all references to LEP (Limited English Proficiency) to EL (English Learner). However, if a district has created a custom flag and named it LEP, they will have to manually change the name of that flag to EL in order to comply with ESSA. The steps to change the custom flag in Infinite Campus are as follows: Index>Program Admin>Flags>Select the LEP flag and change the name to EL>click Save.
- If your district has switched to using Infinite Campus as your primary student information system, you are now a “District Edition” user and should follow the instructions in the user guides that refer to District Edition users.
- School districts receive federal funds based on their data in the AIM end of year enrollment and program participation collections.

Questions or Suggestions?

Please feel free to contact the OPI AIM Help Desk at 877-424-6681 or opiainhelp@mt.gov with any questions or suggestions you might have!

Thank you!!

Meet the OPI AIM Support Team



Gail Harms

AIM Data Resource Administrator

406-444-3494

gharms@mt.gov

Gail has been at the OPI as the Achievement in Montana (AIM) System Manager since 2014. As the AIM system manager she manages the AIM unit staff and the statewide student information system. She manages new projects for AIM and maintains timelines for the annual AIM data collections. She also coordinates Infinite Campus software version updates and system testing.



Candi Standall

AIM Data Control Specialist

406-444-3495

cstandall@mt.gov

Candi has been with the AIM Unit at the OPI since September, 2014. As the lead Data Control Specialist, she provides technical assistance to school districts with respect to using Infinite Campus to submit student data for state reporting. Candi works to keep the AIM user guides up to date and is usually the first person to answer the AIM help desk phone calls and emails:

opiaimhelp@mt.gov .



Jennifer Straw

AIM Data Control Specialist

406-444-0714

jstraw2@mt.gov

Jennifer has been with OPI since August 2016. She provides assistance to make sure the AIM data is accurate by reviewing daily verification reports for syncing issues, combining duplicate students and analyzing the data and calling districts to resolve data discrepancies such as overlapping enrollments, Kindergarten under 5, inappropriate age for grade level, and resolving discrepancies between MAEFAIRS and AIM.



Andy Boehm

Research Specialist

406-444-0375

aboehm@mt.gov

Andy has been with OPI since June 2002. As a Research Specialist for OPI he is a “de facto” member of the AIM team answering AIM Help Desk phone calls and making phone calls to make sure that the AIM data is the best that it can be. His emphasis is in dropout and graduation quality control, collection and reporting. He also is involved in the collection of enrollment data and puts out the yearly Facts About Montana Education pamphlets.